

**DODGE COUNTY, NEBRASKA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
BY-LAWS OF THE LEPC**

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SECTION I NAME AND PURPOSES

Article 1.

The organization shall be known as the Dodge County Local Emergency Planning Committee.

Article 2.

The purposes of the organization are

- a. Assess and evaluate availability and utilization of resources for emergency services in Dodge County.
- b. Plan, carry out, and critique disaster drills in order to evaluate and coordinate county emergency services.
- c. Promote and upgrade communication and coordination among all emergency services, with a better understanding of the duties and responsibilities of all members.

Article 3.

The duties of the organization are:

- a. Gathering and reviewing existing community and facility plans.
- b. Making a list of existing response equipment available in the community.
- c. Identifying financial resources.
- d. Coordinating with neighboring LEPC's.
- e. Conducting a hazard analysis.
- f. Managing information and replying to citizens' requests for information.
- g. Providing information to facility representatives.
- h. Promoting public awareness.

SECTION II MEMBERSHIP QUALIFICATIONS

Article 1.

The Committee solicits active participation from representatives of groups providing emergency services in Dodge County, city and county governmental units, utilities, owners and operators of covered facilities, and other groups or organizations providing services in time of emergency, not eliminating any group or organization that could provide services in this area.

Article 2.

Each organization represented will have one vote.

SECTION III BOARD OF DIRECTORS

Article 1.

The affairs of the organization shall be conducted by a Board of Directors consisting of three members, which shall have and shall exercise the powers of the organization.

Approximately one-third of the Board of Directors of the organization shall be elected for a term of one year, one-third of the Board of Directors shall be elected for a term of two years, and one-third of the Board of Directors of the organization shall be elected for three years.

Board members shall be elected annually by ballot at the first meeting of the calendar year. At the last meeting of the year, the Chairperson shall appoint a nominating committee of three voting members to bring forth at least five names of voting members in nomination for the Board of Directors' positions.

Article 2.

In the event a vacancy occurs during a board member's term of office, the Chairperson will be given the power to appoint an active committee member to fill the vacancy for the remainder of the elected term.

SECTION IV OFFICERS

Article 1.

The officers shall consist of a Chairperson, Vice-Chairperson, Information Coordinator Region 5/6 Emergency Management Coordinator), and a Community Emergency Coordinator (Fire Chief having jurisdiction for each community) and a Secretary Treasurer. Records shall be kept by the Recording Secretary/Treasurer as elected

Article 2.

Officers shall be elected annually by ballot at the first meeting of the calendar year. At the last meeting of the year, the Chairperson shall appoint a nominating committee of three voting members to bring forth at least two names of voting members for each position, presenting first the names for the position of Chairperson, and after that election is completed, the names for the Vice-Chairperson and Secretary-Treasurer.

The recommendations of the nominating committee shall be treated in the same manner as any nominations made from the floor.

Article 3.

If an officer renders a termination or termination is requested due to a cause, the Board of Directors shall exercise the powers of the organization by calling a special meeting to elect a Chairperson or Vice-Chairperson to fill the vacancy for the remainder of the term of office.

SECTION V COMMITTEES

Article 1.

A permanent standing committee designated the Planning Committee shall be composed of the Chairperson, Vice-Chairperson, Disaster Coordinator of Fremont Area Medical Center, and the Region 5-6 Emergency Management Coordinator.

It will be the responsibility of this committee to make recommendations to the Dodge County Local Emergency Planning Committee in regards to upcoming drills.

Article 2.

Special committees for other purposes may be appointed by the Chairperson. These are working committees for recommendation purposes and all committee functions shall be performed by the Dodge County Local Emergency Planning Committee as a whole.

SECTION VI DUTIES

Article 1.

The Chairperson may call special meetings when he deems it necessary and must call a special meeting any time a majority of the voting members requests such a special meeting.

Article 2.

The Chairperson shall preside at all meetings.

Article 3.

The Vice-Chairperson shall act in the capacity of the Chairperson anytime during his absence.

Article 4.

The duties of the Recording Secretary/Treasurer shall be to keep a complete record of the proceedings of all meetings, assure that proper notice of all meetings is given, and forward copies of all minutes of meetings to the State Emergency Response Coordinator.

SECTION VII MEETINGS

Article 1.

Regular meetings of the Committee shall be held six times per year on the second Thursday of January, March, May, July, September & November. The March and September meetings to be held at a time and place as designated by the Dodge County Mutual Aid Association.

The January, May, July and Novemeber meetings to be held at 4:00 PM at the Fremont Fire Station on those designated days. The Executive Board may change the date, time and place of the regular meetings with a 30 day notice to all committee members.

Article 2.

Any business pertaining to the committee may be brought up, considered and acted upon at any meeting of the committee, except that any action for changing the By-Laws will be in accordance with the procedure set out below. The floor is open to discussion by all of those present at meetings.

Article 3.

A quorum shall consist of those voting members of the Committee present at a meeting properly called or provided for where proper notice has been given. The majority vote of those present constitutes an action of the Committee.

Article 4.

The rules contained in Robert's Rules of Order shall govern the Committee in all cases in which they are applicable, and in which they are not inconsistent with the By-Laws of the Committee.

Article 5.

An annual notice of the regular meeting schedule of the Committee shall be published in a newspaper with regular circulation in Dodge County in accordance with SARA, Title III.

SECTION VIII AMENDMENT OF BY-LAWS

Article 1.

Any amendment to the By-Laws must be submitted in writing to the previous regular or specially called meeting, with notice of the Amendment being placed on agenda giving notice of the meeting. The Amendment may then be adopted by two-thirds vote of the voting members present at the following regular or properly called meeting.